

1.1.2 Required Support Services

Authorizing Position: Associate Vice-President, Physical Resources

Effective Date: May, 2012

Revision Date: March, 2018

Signatory: Dan MacLachlan

Purpose

In the event of hazardous weather conditions (snow storm or freezing rain) or any other emergency situation, the University may suspend operations and non-essential services in whole or in part. However, the University of Guelph, Human Resources policy *512 Hazardous Weather/Emergency Closing Procedures, All Staff*, identifies Physical Resources as a provider of essential services for the main campus. This policy serves to ensure Physical Resources employees performing work required to provide the delivery of essential services (required support services as defined within this Physical Resources policy) are aware of both their designation and responsibilities as per this policy.

Scope

This policy applies to all Physical Resources employees.

References

- University of Guelph, Human Resources policy *512 Hazardous Weather/Emergency Closing Procedures, All Staff*
- All applicable collective agreements

Definitions

Supervisor: For the purpose of this policy, 'supervisor' refers to a person who has charge of a workplace or authority over a worker. Within the Physical Resources Directorate, this includes the Associate Vice-President (Physical Resources) directors, managers and supervisors.

Required Support Services: For the purpose of this policy, 'required support services' are those functions that ensure the safe and uninterrupted operation of University academic programs and support services.

Required Staff: For the purpose of this policy, 'required support staff' are staff identified by an individual department or unit whose duties performed are required to provide and/or maintain the required support services of the University.

Policy

1. Hazardous Weather Closure

On an annual basis (by November 1st), all supervisors shall communicate with their staff to confirm the positions and staff that are not considered required when the main campus is closed and therefore not expected to report to work.

Supervisor Responsibilities

- Maintaining a Required Staff and Emergency Contact Information List, and ensuring the list is updated annually (by November 1st). A copy of the updated list shall be provided to the Associate Vice-President's (Physical Resources) office for reference by supervisors, managers and directors, and if required, the Campus Control Group in the event of an emergency. Employee home phone numbers shall remain confidential and used only in the event of hazardous weather or other emergency conditions.
- Instructing required staff regarding the protocol they are expected to follow when reporting to work in the event of hazardous weather conditions.
- Immediately upon being aware of a pending weather event or closing of the University, implementing the required staff notification process.
- Making decisions as to the level of coverage required as the hazardous weather event evolves.

Required Support Staff Responsibilities

- Notifying their supervisor regarding any changes in their emergency contact information.
- Notifying their supervisor regarding any personal or family obligations that may arise that could affect their ability to report to work during hazardous weather conditions.
- Making every reasonable effort to report to work, while respecting the need for safety while travelling to the main campus, taking public transit where possible and practicable.
- If experiencing travelling difficulties, contacting their supervisor as soon as possible to discuss their ability to attend the campus. Note: Staff will not be penalized for being late while travelling to campus in extreme weather conditions.
- Upon arriving on campus, immediately reporting to their supervisor and performing assigned duties.

Positions Identified as Required Staff in the Event of Hazardous Weather Conditions

Design, Engineering and Construction:

- Manager, Construction Coordination (or designate). The Manager (or designate) will notify and update all construction contractors performing work on the main campus regarding the operational status of the University.

Environmental Services:

- Custodial Services staff assigned to student residences
- D4 Lead Hand or designate
- Grounds Manager, and staff according to the shift schedule in place

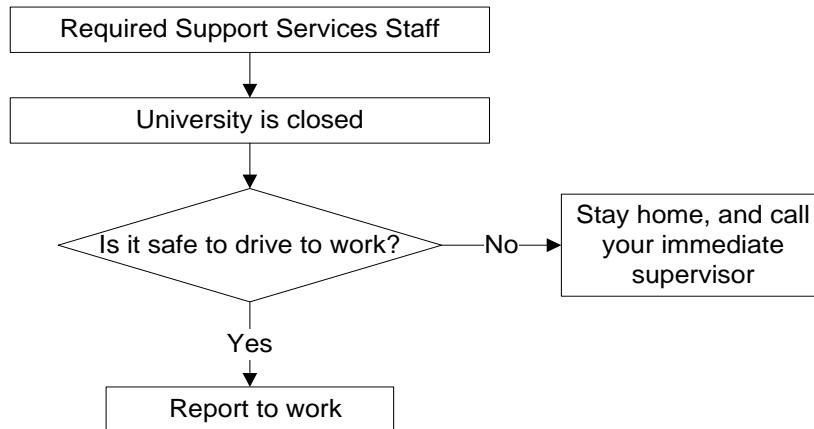
Finance and Administration:

- Transportation Services staff according to the shift schedule in place

Maintenance and Energy Services:

- Director, Maintenance and Energy Services
- Building Mechanic staff according to the shift schedule in place
- Central Utilities Plant staff according to the shift schedule in place

Reporting Process



2. Other Emergency Situations

Provided the University has not been put in lockdown, where communications, access and operations are governed by the University's *Emergency Management Plan*, Physical Resources staff are expected to report to work.